APPLICATION FOR RECORDS RETENTION SCHEDULE	OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

870121-02

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date	Department of Education Division of Curriculum Services Governor's Honors Program 1954 Twin Towers East Atlanta, GA. 30334	**Application Number** 87-29	
Application Number		**Date Received** JAN 21 1987	**Date Completed** FEB 4 1987

2. Person to Contact	Working Title	Telephone Number
Lonnie Love	Administrator	656-5812

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series		5. Records Series Title *(followed by title used in office; if different)*
Earliest	**Latest**	Selection
1964	to Date	Governor's Honors Program School System Files relating to Process

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one or more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: Receiving and reviewing Program Nomination Check Lists and School Authorization Forms from individual school systems.

Included are: School Authorization Forms and Governor's Honors Program Nomination Check Lists

File is arranged: chronologically by *school year, thereunder alphabetically by school system

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __2__; Seven to twelve months old __1__; Thirteen to twenty-four months old __1__;

twenty-five months and older __0__?

9. Annual Rate of Accumulation of Records

Letter-size drawers __1/2__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.
b. Statute of limitation _____ years.   e. Administrative need _____3_____ years.
c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.
   e. This series is maintained to provide continuity in administering the Governor's
       Honors Program.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:
☐ Calendar Year; ☐ Fiscal Year; ☒ Other __*School Year_____ then,
(*August 1 - July 31)

☒ Hold in the current files area _____ month(s) ___1___ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ____2___ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
_Billy E. ___	1/14/87	Vicki K. Oakes	1/14/87

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	**State Records Committee (Signature)**		Date
	State Auditor/Designee	_____	2-2-87
	Secretary of State/Designee	Edward Weldon	1/29/87
	Attorney General/Designee	_____	

AR—50—71; Rev. 76   (Reverse Side)

CONFERENCE NOTE   2/15/90

Vickie Oakes; RMO; Education   Phone Call

Pete Schinkel, RGS

RE: "Administrative Subject File," Governor's Honors Program.

NAME CHANGE: Division of Curriculm Services is now Division of
      General Instruction; Governor's Honors Program is now
      Gifted Education Program.

RELATED APPLICATION: Gifted Education Program, Div. of General
      Instruction Robert C. Byrd [Federally funded] Scholarship,
      "List of Recepients."

      Ten, $1500 scholarschips can be awarded in each of the
      states ten congressional districts; Feds provide the money,
      Education awards the scholarship, and Georgia Student
      Finance and Investment Commissions handles the money.

      Education is proposing infinite (permanent) retention of the
      list of recepients; Archives recommended infinite retention
      for list of Governor's Honors Program Participants (#87-43),
      and planning to develop new schedule application.

      RGS Recommended that #87-43 be amended to include all
      honors/scholar/scholarship recepient/participant lists kept
      by Gifted Education Program, and recommended infinite
      retention. Ms. Oakes accepted the recommendation.

cc: Case file
      Schedule #87-43 case file
      Agency file
      RG reading file

87-14
87-19
87-43
77-448-A
87-29